COMM 1315: PUBLIC SPEAKING
Instructor: Dr. Min Wha Han
Spring 2020

Instructor information
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Telephone: (325) 482-7515

Office Hours
By appointment

Readings

Course Description
COMM 1315 is a course designed to help students across academic majors to learn how to communicate effectively in public by understanding and analyzing the audience and situation then creating an appropriate message. Core public speaking skills are message clarity, organization, language, delivery, and the use of multimedia/presentation technology. Emphasis will be placed on presenting a variety of speeches throughout the semester.

Blackboard
We will be using Blackboard to conduct this class. It is your responsibility to insure that you can access this site. Contact IT if you have any problems. Each week, I will post assignments of the week on Blackboard. You will then be required to complete these assignments through Blackboard. Exams will also be taken on Blackboard. In short, you need to insure that you have access to this site and that you know how to navigate around on this site.

Student Learning Outcomes
CT1: Gather, analyze, evaluate, and synthesize information relevant to a question or issue. CT2: Develop and demonstrate a logical position (i.e., perspective, thesis, hypothesis) that acknowledges ambiguities or contradictions. CS1: Develop, interpret, and express ideas through effective written communication. CS2: Develop, interpret, and express ideas through effective oral communication. CS3: Develop, interpret, and express ideas through effective communication. TW1: Consider different viewpoints as a member of a team. TW2: Work effectively with others to support and accomplish a shared goal. PR1: Demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making.

Course Evaluation:
Informative Speech 150 points
Persuasive Speech 150 points
Special Occasions Speech 100 points
Final Speech 200 points
Quizzes 100 points (20 each x 5)
Discussion Board Tasks 160 points (20 each x 8)
Peer Evaluation 40 points
Final Exam 100 points

Total 1000 points
Course Assignment Descriptions:

Informative Speech (CS2, CS1): A 5 - 7 minute speech on a topic of controversy at the local, state, national, or international level, which in an unbiased manner informs the audience of the two sides of the debate. A preparation outline will be required.

Persuasive Speech (CT2, CS3): A 5-7 minute persuasive speech advocating one of the sides introduced in the informative speech. A preparation outline will be required.

Special Occasion Speech: A 2-4 minute (time dependent upon type selected) wedding toast, eulogy, or acceptance speech.

Final Speech (Monroe’s Motivated Sequence Speech) (TW1, TW2): A 6 - 8 minutes speech persuading the audience to volunteer for a particular non-profit organization, which utilizes Monroe’s Motivated Sequence. Outline and Power Point Required. Power Point Discussion.

Quizzes (PR1): Online quizzes that include True/False, Multiple Choices, Short Answer, and Essay questions.

Discussion Board Tasks: Individual assignments that answer questions posted for the week.

NOTE ON ONLINE ASSIGNMENT SUBMISSION:
- All assignments in this class will be submitted through Blackboard. Each week, starting at 12:00 AM on Monday, a content folder of the week will be available for you to open. There, you should be able to have accesses to every materials that are needed in that week. Each week’s assignment is due by the end of Sunday (11:59 PM.)
- All four speeches will need to be uploaded online by the due date and time indicated in each week’s folder and assignments. Guidelines to video record and upload speeches on Blackboard be will be given.

Course Grading
The following grading scale will be used:
A=1000-900 points  B=899-800 points  C=799-700 points  D=699-600 points  F=599 points and below

General Course Requirements
- Every student is required to complete four graded public speaking assignments. All topics must be approved and cleared by your instructor for each speech. These speeches build on material and concepts presented in class and text. Speech types will include an informative speech (1), persuasive speeches (2), and special occasion (1). FAILING TO GIVE A SPEECH ON THE ASSIGNED DATE WILL RESULT IN A ZERO. NOT DELIVERING ALL FOUR SPEECHES WILL RESULT IN AUTOMATICALLY FAILING THE CLASS REGARDLESS OF YOUR NUMERICAL AVERAGE.
- Each student is required to take tests and quizzes over material covered in class and in the text. These tests may include multiple-choice, true-false, short answer, and essay questions.
- You are expected to keep up with your assignments and to be prepared to discuss the material “in class” (Blackboard), and take chapter quizzes on assigned material.
Course Policies

1. Attendance
Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. The student is allowed to miss 2 days without penalty to the final grade. However, a student’s absence will result in a zero for all work/assignments completed on that day. Once a student misses two classes, two (2) points will be deducted from the student’s FINAL average for each additional absence. This number includes both EXCUSED and UNEXCUSED absences. You will be counted absent if you are not present for the entire class. Three tardies will result in an absence. To be considered excused for a class absence, the student must be excused through the school or provide the instructor proper documentation for the absence.

2. Late Speeches
If you do not submit a speech by the due date and time, and do not have a legitimate reason for doing so (i.e., hospitalization, funeral of close family member), YOU WILL RECEIVE A ZERO for that presentation and YOU WILL RECEIVE AN “F” IN THE COURSE REGARDLESS OF YOUR NUMERICAL AVERAGE. Technical difficulties, can’t find enough audience members, uploading problems, and nonworking YouTube links, etc. are not legitimate reasons. Only if an absence is excused through the school or the instructor will a student be allowed to make up a speech. If you have a legitimate reason for not submitting, YOU ARE REQUIRED TO CONTACT THE INSTRUCTOR TO LEARN OF YOUR NEW DUE DATE. This means that you must have your documentation legitimizing your absence and your speech materials ready. If you do not have a legitimate reason, remember course policy states: FALING TO GIVE A SPEECH ON THE ASSIGNED DATE WILL RESULT IN A ZERO. NOT DELIVERING ALL FOUR SPEECHES WILL RESULT IN AUTOMATICALLY Failing THE CLASS REGARDLESS OF YOUR NUMERICAL AVERAGE.

3. Late Tests
If you miss a test due to an excused absence (i.e., hospitalization, funeral of close family member), you must make the test up within a reasonable length (no more than one week, desirably less.) All arrangements for making up work should be made prior to the absence, if possible, and is the student’s responsibility. A typed, signed and dated explanation must be given to the instructor upon returning to class.

4. Academic Misconduct
Plagiarism in your speech will result in a zero for the assignment, and the instructor may pursue additional measures. Speeches are to be the original composition of each student. Outside sources are required for each assignment with proper citing in a bibliography as required.

5. Class Etiquette
Please be a courteous student and peer.

6. Dress Requirement
Appropriate dress is required for each speech. Please wear casual clothing and shoes when you record your speeches. Wear what you would wear if you were coming to class.

7. Honor Code Policy
Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know

8. Disability Statement
The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting Mrs. Dallas Swafford, Director of Student Development 325-942-2047 office or 325-942-2211 Fax dallas.swafford@angelo.edu University Center, Suite 112B

9. Religious Holiday Observance
A. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code 11.20.
B. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
C. A student who is excused under section 2 may not be penalized for the absence, however; the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

10. Title IX at Angelo State University:

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.
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| **Week 1** 1/13 – 19 | Orientation Welcome to Public Speaking!! | Syllabus Chapter 1 | • Familiarize yourself with the course syllabus & Blackboard  
• Purchase textbook; Read Chapter 1 |
| **Week 2** 1/20 - 26 | Speaking in Public & Ethics | Chapter 1, 2 & 4 | • Read Chapters 2 & 4  
• Work on Discussion Board Task 1 |
| **Week 3** 1/27 – 2/2 | Speaking to Inform  
Selecting a Topic & a Purpose  
Analyzing the Audience | Chapters 15, 5, 6 | • Take Quiz 1 (Chapter 1)  
• Work on Discussion Board Task 2 |
| **Week 4** 2/3 - 9 | Gathering Materials  
Supporting Your Ideas | Chapter 7  
Chapter 8 | • Take Quiz 2 (Chapter 2)  
• Read Chapters 15, 5 & 6  
• Work on Discussion Board Task 3  
• Read Chapters 7 & 8 |
| **Week 5** 2/10 - 16 | Organizing the Body  
Organizing the Beginning & the Ending  
Outlining the Speech | Chapter 9  
Chapter 10  
Chapter 11 | • Work on Discussion Board Task 4  
• Take Quiz 3 (Chapters 5 – 8) |
| **Week 6** 2/17 – 23 | *Informative Speech* | | • Upload your Informative Speech and post your link in “Discussion Board”  
• Informative Speech Outline Due  
• Peer Evaluation Due TBA |
| **Week 7** 2/24 – 3/1 | Speaking to Persuade  
Methods of Persuasion | Chapter 16 & 17 | • Read Chapters 16 & 17  
• Work on Discussion Board Task 5 |
| **Week 8** 3/2 - 8 | Using Language  
Delivery  
Visual Aids | Chapter 12  
Chapter 13  
Chapter 14 | • Take Quiz 4 (Chapters 9 – 11)  
• Prep for your Persuasive Speech  
• Work on Discussion Board Task 6 |
| **Week 9** 3/9 - 15 | *Spring Break* | | |
| Week 10 | Persuasive Speech | 3/16 – 22 | • Upload your Persuasive Speech then post your link in “Discussion Board”  
• Persuasive Speech Outline Due  
• Peer Critique Due TBA |
| Week 11 | Listening | 3/23 - 29 | Chapter 3 |  
• Take Quiz 5 (Chapters 12 – 14)  
• Work on Discussion Board Task 7 |
| Week 12 | Speaking on Special Occasions | 3/30 – 4/5 | Chapter 18 |  
• Read Chapter 18  
• Work on Discussion Board Task 8  
• Prep for your Special Occasion Speech |
| Week 13 | Special Occasions Speech | 4/6 - 12 |  |  
• Upload your Special Occasion Speech  
• Peer Evaluation Due TBA |
| Week 14 | Final Speech Orientation | 4/13 –19 | Handout |  
• Understand the assignment  
• Choose an organization |
| Week 15 | Final Speech prep continued | 4/20 – 26 |  |  
• Complete an outline |
| Week 16 | Final Speech | 4/27 – 5/3 |  |  
• Upload your Final Speech and post your link in “Discussion Board”  
• Final Speech Outline Due  
• Peer Evaluation Due TBA |
| Final Exam | Comprehensive Final Exam | DUE: 5/8 |  |  
• Review course materials (Study guide will be provided)  
• Take Final Exam |